

EMPLOYMENT OPPORTUNITY

FISCAL ANALYST 3 **\$3,208 to \$4,106 per month (Range 50)**

*Application review will begin on October 13, 2006.
This position closes at 5:00 p.m. on October 27, 2006.*

Washington Higher Education Coordinating Board

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial assistance programs. The board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

General Position Description

The fiscal analyst 3 is a lead worker position that operates under the direction of and in coordination with the accounting manager. This position provides direction and counseling to the accounting staff and supports the diverse operations of the board by advising operations and program staff on all phases of accounting including: receivables, payables, revenues, disbursements, payroll, purchasing, inventories and travel.

The fiscal analyst 3 ensures compliance with agency directives and policies, Generally Accepted Accounting Principles, the State Administrative and Accounting Manual (SAAM), and state and federal rules and regulations while maintaining a high level of service to the customers of the HECB's programs and policy efforts.

This position participates in the development and implementation of systems within the agency to comply with internal controls and to ensure expenditures and disbursements are for lawful and proper purposes, and are recorded in a timely manner.

Minimum Qualifications

Education and Experience

- A bachelor's degree, which includes 18 quarter hours or 12 semester hours in accounting, auditing, or budgeting AND three years of relevant professional experience. Professional experience may substitute for education but not for required credit hours. Note: A master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant can be substituted for professional experience.

Skills, Knowledge and Abilities

- Demonstrated ability to effectively lead staff.
- Ability to establish and maintain knowledge of the technical aspects of AFRS and valid coding element relationship for hierarchical codes and the index table codes.
- Ability to work effectively with a variety of personalities and professionals.
- Demonstrated ability to adhere to GAAP, interpret and follow agency, State, and Federal policies and procedures.
- Ability to work independently, set priorities, and meet deadlines.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to investigate and resolve accounting problems.
- Proficiency in Excel or other spreadsheet software.
- Ability to establish and maintain knowledge of state government financial reporting requirements.
- Ability to design, follow and explain internal control procedures.
- Ability to delegate, prioritize, and assign work in the accounting manager's absence.

Desired Qualifications

- A record of efficiency and economy in the use of resources.
- Knowledge of and ability to create reports using the Enterprise Reporting Financial Reports (Fastrack) system.
- Knowledge of state budget requirements.

Salary Range and Benefits

The salary range for this position is \$3,208 to \$4,106 per month. Benefits include comprehensive health and insurance provisions, federal social security and state retirement contributions, vacation and sick leave programs. This is a classified position governed by Department of Personnel rules and regulations, and the Fair Labor Standards Act.

How to Apply

*To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which **must** include the following:*

- 1. Letter of Application.** A letter of application which specifically addresses how your background qualifies you to perform the responsibilities described in this announcement.
- 2. HECB Application.**
- 3. Fiscal Analyst 3 Examination.**
- 4. References.** A list of names, current addresses, and current telephone numbers of three employment references.
- 5. Authorization to Release Information form.**
- 6. Affirmative Action form (optional).**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

Submit your completed application materials to:

Kerri McConnell
Human Resource Representative
Washington Higher Education Coordinating Board
917 Lakeridge Way SW
P.O. Box 43430
Olympia, Washington 98504-3430

Application Closing Date

Complete applications must be **received** in the office of the Higher Education Coordinating Board by **5:00 p.m. on October 27, 2006**. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257.

Selection Procedure

All applications will be reviewed and ranked based on relevant training and experience. A limited number of the highest-ranking applicants will be admitted to the next screening phase. Rating of applications and expressions of interest will begin immediately and will continue until the position is filled. Interviews will begin as soon as a pool of eligible candidates is identified.

The Higher Education Coordinating Board is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360)753-7857 as early as possible regarding any assistance you may require.